



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	24 th July 2017
Location	Beansheaf Community Centre
Present	Cllrs. Bedwell (Chair), Croal, Lenaghan, S. Mistry, Somner, Stewart and Tull Also present: Pam Kirkpatrick (Clerk) Caroline Lenaghan
Circulation	All Council and Ward Members

No.	Notes	Action
50/17/18	<p>Open forum for members of the public</p> <p>None.</p>	
51/17/18	<p>Apologies for absence</p> <p>Cllrs. Evans, Littlewood, H. Mistry and Schneider. District Cllr. Argyle. Late Apologies received from Cllr Albanese.</p>	
52/17/18	<p>Declarations of Interest relevant to the agenda</p> <p>Cllr. Somner declared an interest in the following items: 6 – District Councillor’s Report, 7, 8 and 9 - Planning. 13 – Libraries</p>	
53/17/18	<p>Approval and adoption of the Minutes of the Council meeting on 19th June 2017.</p> <p>38/17/18 – Clerk’s Report – 3rd line, typing correction: ‘and’ should be ‘an’.</p> <p>Proposed by Cllr. S Mistry and seconded by Cllr. Somner. APPROVED.</p> <p>Approval and adoption of the Minutes of the Annual Assembly and Annual Meeting: 15th May 2017</p> <p>Correction: Annual Assembly Minutes heading, amend ‘2016’ to ‘2017’.</p> <p>Proposed by Cllr. Lenaghan and seconded by Cllr. Stewart. APPROVED</p> <p>Minutes for the Annual Council Meeting were proposed by Cllr. Tull and seconded by Cllr. S Mistry. APPROVED.</p>	<p>Cle</p> <p>Cle</p>
54/17/18	<p>Matters arising from the Minutes</p> <p>26/17/18 – Clerk’s Report – West Berkshire Council approved a letter from HPC which can be sent to individual residents regarding any overhanging vegetation from their properties.</p> <p>39/17/18 – District Councillor’s Report - Concern was raised regarding a condition that WBC applied to the recent Members’ Bid awards to Friends of Linear Park and Kennet Valley Community Association. Following discussion it was AGREED that the Clerk will discuss the situation with WBC.</p> <p>45/17/18 – Grant Application – A Parish Councillor, in their absence, asked the Clerk to raise a question regarding the Kennet Valley School grant award. Members unanimously AGREED no further action was required.</p>	<p>PK</p>

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55/17/18	<p>District Councillor's Report – Verbal Report, Cllr. Somner</p> <p>Cllr Somner reported the following:</p> <ul style="list-style-type: none"> - There will be no District Councillors surgery held in August. - Boundary Review – Discussions are ongoing, the plan has been reviewed with slight changes that do not affect Holybrook Parish Council. - Padworth Recycling Centre – This is still ongoing. However, it is believed that the Traffic Survey has been completed. - Hilary Cole, Deputy Leader of WBC, has announced that the buildings review has been extended to include public lower level buildings in West Berkshire. 																					
56/17/18	<p>Planning: New applications</p> <p>Members RATIFIED the following decisions taken by the Planning Committee:</p> <table border="1" data-bbox="210 707 1401 842"> <thead> <tr> <th>Application no</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>17/01593/HOUSE</td> <td>Mr & Mrs Allinson</td> <td>4 Ledbury Drive, Calcot</td> <td>Two storey side extension.</td> </tr> </tbody> </table> <p>Object. By the virtue of scale and design of the proposed development, a neighbouring property would suffer from a detrimental overbearing and overshadowing impact. It is considered that, as such, the residential amenity and reasonable enjoyment of such neighbouring property would be harmed.</p> <table border="1" data-bbox="210 965 1401 1070"> <tbody> <tr> <td>17/01619/HOUSE</td> <td>Mrs L Perrin</td> <td>31 Rushmoor Gardens, Calcot</td> <td>Second storey side and single storey rear and front extensions.</td> </tr> </tbody> </table> <p>Object. It is believed that, due to the scale and siting of the proposed development, the neighbouring properties would suffer from a detrimental overbearing and overshadowing impact. It is considered that, as such, the residential amenity and reasonable enjoyment of neighbouring properties would be harmed. Additionally, there is concern that there is no access through the house from the front of the property to the rear and vice versa.</p> <p>Finally, the Parish question whether the issue regarding parking spaces has been addressed.</p> <table border="1" data-bbox="210 1323 1401 1429"> <tbody> <tr> <td>17/01619/HOUSE</td> <td>Ashley Roper</td> <td>5 Kirkstall Court, Calcot</td> <td>First floor bedroom extension above an existing garage.</td> </tr> </tbody> </table> <p>NOTE: Cllr Stewart left the room before discussion due to her declared interest.</p> <p>No objections.</p> <p>Re-enter Cllr Stewart.</p> <table border="1" data-bbox="210 1585 1401 1691"> <tbody> <tr> <td>17/01749/HOUSE</td> <td>Mr Hussain</td> <td>4 Fortrose Walk, Calcot</td> <td>Proposed two storey rear extension</td> </tr> </tbody> </table> <p>No objections. However, as a condition of the build, Highways recommendations are adhered to regarding parking. Additionally, the Parish Council believe that, if this build does take place, the property will have achieved its full development capacity and therefore request that no further development of the site be permitted.</p>	Application no	Applicant	Address	Proposal	17/01593/HOUSE	Mr & Mrs Allinson	4 Ledbury Drive, Calcot	Two storey side extension.	17/01619/HOUSE	Mrs L Perrin	31 Rushmoor Gardens, Calcot	Second storey side and single storey rear and front extensions.	17/01619/HOUSE	Ashley Roper	5 Kirkstall Court, Calcot	First floor bedroom extension above an existing garage.	17/01749/HOUSE	Mr Hussain	4 Fortrose Walk, Calcot	Proposed two storey rear extension	
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56/17/18	Planning: New applications – continued			
	17/01795/ADV * as adjacent parish	Sainsbury's Supermarkets Ltd	J Sainsbury Plc, Savacentre, Bath Road, Calcot	1 x replacement illuminated totem panel sign, 1 x replacement non-illuminated totem panel sign, 3 x non illuminated wall mounted signs.
	No objections but requested that illuminated signs are only lit during opening hours.			
	17/01895/HOUSE	Mr A & Mrs H Nait-Ladjemil	1 Lamplighters Walk, Calcot	Section 73a: Variation of condition 2 in accordance with approved plans and condition 3 – Materials as specified, of planning permission 15/01994/HOUSE (proposed first floor side extension over existing ground floor). Realignment of extension roof line, replace door with window west elevation, timber cladding replaced with facing brickwork west elevation.
No comment.				
57/17/18	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>17/01109/ADV – Land at Junction of Mill Lane, Bath Road, Calcot: Temporary erection of two illuminated signboards and 6 flags. GRANTED</p> <p>16/01240/OUTMAJ *as adjacent Parish – Burghfield Sailing Club, Hangar Road, Sulhamstead: Outline application for a residential development of up to 225 homes with associated infrastructure including flood alleviation works, drainage works, new buildings to house sailing facilities with associated access and parking, works to the bridge over the Kennet and Avon Canal, means of access, footways, amenity green space, landscaping and other related works. All matters reserved except access. REFUSAL</p> <p>17/01106/CERTP – Land at Junction of Mil Lane, Bath Road, Calcot: The erection of a 4m x 4m electric substation brick built and associated foundations and hard landscaping. LAWFUL</p> <p>17/01740/NONMAT – 1 Lamplighters Walk, Calcot: Non-material amendment to planning permission 15/01994/HOUSE: Proposed first floor side extension over existing ground floor (AMENDMENT): re-alignment of extension roof line, replace door with window west elevation, timber cladding replaced with facing brickwork west elevation. CANNOT BE DETERMINED.</p> <p>17/00954/FUL – 25 Swanholm Gardens, Calcot: Change the use of part of the land to side of the property from amenity land to residential curtilage and erect a 1981.22mm garden fence. GRANTED</p> <p>17/01395/HOUSE – 3 Kilburn Close, Calcot: Two storey extension over existing garage. GRANTED.</p> <p>17/01287/FUL – Land at junction of Mill Lane, Bath Road, Calcot: Temporary sales cabin and construction of temporary sales parking associated with plots 1 and 2, all to be removed by October 2018. GRANTED TEMPORARY **</p> <p>** Conditions attached include: 5-bar gate must be closed before sales cabin is opened. Office opening hours will be 9.30am – 5.30pm Thursdays – Mondays. If any external lighting is proposed it shall only be operational during the opening hours of the sales cabin.</p>			

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58/17/18	<p>Other Planning – Information Item:</p> <p>APP/W0340/D/17/3176469 (16/03275/HOUSE) – 16 Bainbridge Road, Calcot: Proposed garage extension and first floor extension above garage. APPEAL. Members AGREED that no further comment was necessary in this case.</p> <p>16/03613/OUTMAJ *as adjacent Parish – Whitehart Meadow, High Street, Theale: Outline application for residential development for up to 130 dwellings, with associated access, car parking and landscaping works. Matter for consideration: Access only. Additional drawings/amended plans. Members AGREED that no further comment was necessary in this case.</p> <p>** 17/01619/HOUSE – 31 Rushmoor Gardens, Calcot: Second storey side and single storey rear and front extensions. Additional drawings.</p> <p>16/02641/OUTD – 1 Sharnwood Drive, Calcot: Outline application for two flats and associated parking. Matters to be considered: Access and layout. APPEAL. Despite no further comment being required, Members AGREED that a further objection to the Appeals Officer was, in this case, necessary: The Clerk and Chairman to formalise and send letter.</p> <p>17/01922/PASSHE – 11 Skye Close, Calcot: Single storey rear extension: 4m from rear wall, 2.75 maximum height and 2.75m eaves height. GPD. No comment required.</p>	
59/17/18	<p>Clerk's report</p> <p>The Clerk provided a written report with the Agenda which Members noted. Additionally:</p> <ul style="list-style-type: none"> - Members AGREED the quote of £472.80 inc. VAT received from Royal Air Conditioning for a service and investigation, as a last attempt to resolve ongoing issues with the units. <p>Members asked for a Timeline Report to be sent to Samsung detailing each fault and will await their response.</p> <ul style="list-style-type: none"> - Members AGREED the quote for £189.00+VAT from SCS to treat the weeds at the Holymead playground. However, it is to be ensured that the herbicide used be safe for children and pets. - Members AGREED that, generally, a Friday afternoon tour of the Houses of Parliament would be preferable. - Members APPROVED the removal of the damaged temporary fencing from the Underwood Road Playground. - Members APPROVED that the Clerk to look into replacement play equipment for the Agility Trails at both playgrounds following RoSPAs recommendations. - Members AGREED that the matting around the rotator bowl in the Underwood Road playground be removed in the autumn and the area returned to grass. Any potential replacement equipment will be discussed for next spring. 	<p>PK</p> <p>PK</p> <p>PK</p> <p>PK</p> <p>PK</p>
60/17/18	<p>Book Exchange</p> <p>Members AGREED that, before discussing this idea any further, volunteers are required to help run the Book Exchange. Therefore, the Clerk is to advertise this opportunity in the Parish noticeboards and newsletter, and on Facebook and Twitter.</p> <p>The Clerk is also to contact WBC to see if they have any information or advice that will help HPC set up the Book Exchange.</p>	<p>PK</p> <p>PK</p>

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61/17/18	<p>Financial Information</p> <ol style="list-style-type: none"> 1) Payments Sheet 03 – APPROVED. 2) Information Item: The external auditors requested further information from the Clerk which was sent by post on 26.06.2017. 3) Members APPROVED the Clerk’s annual subscription to SLCC commencing 1st August 2017 at a cost of £177.00 4) Finance Committee Meeting Report – Cllr Tull, gave a verbal report outlining the following: <ul style="list-style-type: none"> • Beansheaf Centre: <ul style="list-style-type: none"> - Hire charges will again remain the same. To be reviewed in the new year. - Hirers will be offered ‘Off Peak’ rates, subject to conditions. - A regular hirers’ newsletter has been introduced. • Community Infrastructure Levy (CIL) monies <ul style="list-style-type: none"> - Must be spent on improvements/enhancement of infrastructure to the benefit of our residents. Infrastructure has three broad categories; physical, social and green. - CIL monies have to be spent within 5 years of receipt. - Copies of receipts and expenditure, as well as being on the website, must be sent to the District Council no later than 31st December of the reported year. <p>Members RATIFIED the following:</p> <ol style="list-style-type: none"> i) The CIL monies plan of which they had previously received a copy. ii) The following timeline for CIL consultation: <ul style="list-style-type: none"> 24.07.2017 – Formal plan presented to Council for approval/recommendations; 30.09.2017 – Deadline for responses from key stakeholders; 23.10.2017 - Finance Committee to finalise project list including projected costings and agree wording/questions for public consultation; 30.10.2017 – Include public consultation in December newsletter (this may be as an additional insert with associated costs) and Survey Monkey poll to be made available on website, Facebook and Twitter. 	
62/17/18	<p>Libraries – Discussion (information e-mailed to Members 16.06.2017 and 27.06.2017)</p> <p>Members AGREED that no further comments were necessary.</p>	
63/17/18	<p>Festival Update</p> <p>Cllr Stewart provided a report. The main points included:</p> <ul style="list-style-type: none"> • Residents appear to have enjoyed the entertainments and stalls. • New relationships with Porsche and Outdoor Academy have been discovered, whilst relationships with Sainsbury’s, Waitrose, Starbucks, and many other companies who contributed to this year’s Festival, continue to grow and build. • A big thank you to everyone that helped and survived the challenges of the day. <p>As the Holybrook Festival remains a challenge regarding volunteers from the public there will be a discussion at the Festival AGM, to be held on Monday 25th September 2017, as to the way forward.</p>	

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63/17/18	<p>Festival Update - Continued</p> <p>Storage continues to be a problem and the Clerk is to discuss, with Caroline Booth, again, possible container/shed facilities in the Linear Park.</p> <p>Members RATIFIED the below:</p> <p><i>i)</i> The Draft Festival accounts. <i>ii)</i> That a payment of £2500 be made to the Festival as per HPCs agreed budget. <i>iii)</i> From 2018, the whole of the Beansheaf Centre is to be closed at mid-day on the Friday prior to the Festival. The Beansheaf Room to be closed until mid-day on the Monday after the Festival.</p>	<p>PK</p> <p>PK</p>
64/17/18	<p>Neighbourhood Action Group – Written report (enclosed with the Agenda)</p> <p>Members reviewed the contents of the Neighbourhood Action Group minutes in Cllr. Littlewood absence. Members expressed the following concern:</p> <p>6a – AOB – A Member has been advised by a resident that there is tent in Low Lane between Mill Lane and Calcot Place Drive. This has been reported to the Police by the resident and by the Parish Office. There have also been a number of black bags with household rubbish split open and left on the outskirts of Linear Park. This has also been reported to the Police.</p>	
65/17/18	<p>Chairman's remarks</p> <p>Members were advised that Cllr Schneider will be stepping down from the Parish Council as of 31st August 2017. Cllr Schneider will remain a member of Friends of Linear Park and the Neighbourhood Action Group. Resultantly, a new Chair of Planning will need to be elected at the next Parish Council meeting on 4th September 2017.</p> <p>Cllr. Bedwell read out a letter from Cllr Albanese, Beansheaf Pre-school, thanking Councillors for their past support of the pre-school, and advising that the number of children registering for September has increased. Staffing levels were good, and new uniforms have also created a good image.</p>	
	<p>There being no other business, the meeting closed at 9.26pm</p>	

Signed: Dated:

Minutes prepared by	Caroline Lenaghan
Minutes dated	15 th August 2017